

SAMPLE DATA GATHERING FORM

SEGMENT	SUBJECT	# ITEMS	% OF TOTAL	MEAN AGE	2007 CIRC	TURNOVER RATE	2006 CIRC	2005 CIRC	NOTES FROM SHELF-SCANNING	FINDINGS / ACTIONS ✓ = need more details
000-010	Computers & ephemeral	41	0.012	1989	15	0.365	18	25	<i>old and worn computer books embarrassing</i>	<i>Use web for software basics, stop buying books? Replace most popular ephemeral topics & titles</i>
020-099	Library science Journalism	128	0.100	1981	14	0.109	15	13	<i>uninteresting</i>	<i>Make mean age ten yrs. Weed Only keep how-to journalism Use ILL for most lib science ✓ who uses the lib science?</i>
100-149.9	Philosophy	15	0.006	1973	5	0.333	7	4	<i>What should we have? Core titles & authors? New editions?</i>	<i>Withdraw redundant works?</i>
150-159.9	Psychology Self help	435	3.21	1985	128	0.298	157	298	<i>Need multiple copies of best sellers while popular. Too old</i>	<i>Goal for mean age 10 yrs - not 20. Weed, buy more new paperbacks</i>
160-199	Philosophy	9	0.003	1992	18	2	15	19	<i>Eastern philosophy used & worn</i>	<i>Update, add more, newer editions</i>
200-299	Religion	456	3.46	1978	74	0.162	66	73	<i>Too old. Shabby. Too many gifts. Not well balanced. No plan</i>	<i>Weed. Reduce #. Raise mean to 15. Develop plan for basic scripture study materials.</i>
370-379.9	Education	254	1.56	1981	102	0.401	84	97	<i>Many ed textbooks. Useless histories. Old college guides.</i>	<i>Keep studying guides. Update. Weed. Do not put older guides in circ</i>
600-609.9	Technology Invention	17	0.071	1987	4	0.235	6	5	<i>Many oversize, lots of pictures, general histories</i>	<i>✓ identify most used, replace if necessary, weed not used</i>
610-619.9	Medicine Health	289	1.87	1991	190	0.66	198	239	<i>Too old. Some dubious publishers</i>	<i>Raise mean to 8, weed, rely on Web & databases more</i>
Mysteries		999	15.11	1987	459	0.498	511	498	<i>Many old & shabby. Many dups</i>	<i>Identify hardly used authors, weed. Keep dups until no longer in high demand</i>
Audio M	Mysteries Cassette Tapes	211	14% Of tapes	1994	98	0.46	129	287	<i>Very shabby. Too much space</i>	<i>Reduce to ½ Eliminate by Dec 08</i>

										<i>No additions</i>
Audio M	Mysteries CDs	150	12% Of CDs	2004	327	2.18	199	165	<i>Only three on shelf.</i>	<i>Buy more & add dups of high demand authors. Avoid cheap unpopular older authors.</i>
Large Print Fiction	All LP Fiction	390	2.88	1967	112	.271	115	140	<i>Too many "classics" & old once authors, shabby, not inviting</i>	<i>Weed, buy more currently popular authors, Avoid "cheap" sale titles</i>